

# Librarians' Association of the University of California

## Proposed Bylaws

September 30, 2005 version

### Article I. Name and authority

The Librarians' Association of the University of California (LAUC) is an official unit of the University of California, as stated in the Presidential Statement on the Status of the Librarians' Association of the University of California, as amended December 1, 1986. LAUC operates within the bounds of University policies and procedures.

### Article II. Purpose

#### Section 1. General

As described in subsequent sections, the purpose of LAUC is to advise the University on library, professional, and governance matters of concern to the LAUC membership, to participate in the academic review process for the librarian series, and to facilitate communication and collaboration on professional issues.

#### Section 2. Advisory

LAUC advises the University of California Office of the President (including the California Digital Library and Systemwide Library Planning) and the University Librarians, and (through its Divisions) campus and library administrations on:

- a. professional rights and responsibilities of members of the librarian series of the University.
- b. planning, implementation, and evaluation of programs and services of the libraries.
- c. operations and policies of the University's libraries.
- d. the impact of environmental factors, such as technological and demographic changes, on the libraries.
- e. each Chancellor's statement of general policy on the duties, responsibilities, and criteria for appointment and advancement of Associate University Librarians and Assistant University Librarians, and the procedures for review and approval of appointments and merit increases of Associate University Librarians and Assistant University Librarians, and of promotions of Assistant University Librarians.
- f. procedures for the allocation of funds for:
  - i. research and creative activity.
  - ii. attendance at professional meetings, conferences, seminars, and workshops.

#### Section 3. Peer review

Through its Divisions, LAUC participates in the academic review process for the librarian series, by:

- a. advising each campus on relevant policies and procedures, as set forth in the *Academic Policy Manual* or its successor document, including those for:
  - i. recruitment.
  - ii. upon the University's invitation, studying the peer review portion of the process at the campus and University level and make recommendations, where appropriate, for improvement and refinement.

- b. establishing and maintaining relevant internal procedures, including those for:
  - i. a campus academic review committee, which advises its campus in the academic review of individuals in the series.
  - ii. the nomination of members of ad hoc review committees, when the Chancellor or designee determines the need for an ad hoc review committee, to advise in the academic review of individuals in the series.

#### Section 4. Communication and collaboration

LAUC encourages and supports communication and collaboration on professional issues to increase the effectiveness of the programs, services, and operations of the University's libraries.

#### Section 5. Exceptions

LAUC does not advise the University or educate its members on Memoranda of Understanding.

### **Article III. Membership**

#### Section 1. Full membership

UC employees and contractors holding appointment half-time or more in the librarian series, or in any one of these titles: University Librarian, Deputy University Librarian, Associate University Librarian, Assistant University Librarian, Law Librarian, Associate Law Librarian, Assistant Law Librarian are full members of LAUC.

#### Section 2. Associate membership

UC employees and contractors holding appointment less than half-time in the librarian series or in any of the titles listed in Section 1 are associate members of LAUC. Persons who retired from UC as full members of LAUC are also associate members of LAUC. Associate members may not serve as Officers.

### **Article IV. Officers**

#### Section 1. Titles

The Officers of LAUC are the President, the Vice President, the (immediate) Past President, and the Secretary.

#### Section 2. Selection

- a. Offices

When the term of office of a President concludes, the Vice President becomes President. The Vice President and the Secretary are elected.

- b. Qualification

Officers must be full members. Neither the Vice President nor the Secretary may be a member of the same Division as the President.

- c. Term of office

The term of office for each of the Officers is one LAUC business year.

#### Section 3. Duties

- a. The general duties of Officers are to:

- i. bring to the attention of the Executive Board, the Council, and the membership matters which are appropriate for consideration by those bodies.

- ii. report to the Executive Board, the Council, and the membership, as appropriate, on the Officer's activities in a timely manner.

- iii. perform other duties assigned by the Executive Board or the Council.
- b. The specific duties of the President are to:
  - i. provide leadership and vision for LAUC.
  - ii. manage the business of LAUC, and oversee LAUC activities.
  - iii. represent LAUC overall to the UC Office of the President, the University Librarians, campus and library administrations, and organizations outside the University.
  - iv. preside over meetings of the Executive Board and the Council.
  - v. appoint standing committee chairs, Nominating Committee members, and representatives, as specified in Articles X and XI.
- c. The specific duties of the Vice President are to:
  - i. assume the duties of the President in the President's absence or incapacity.
  - ii. plan the program portion of the Assemblies.
  - iii. serve on a LAUC standing committee, as determined by the Executive Board.
- d. The specific duties of the Secretary are to:
  - i. prepare and distribute draft minutes for meetings of the Executive Board and the Council.
  - ii. revise such draft minutes as directed by the group, and distribute the approved version.
  - iii. maintain the rosters of committee chairs and Division Chairs.
  - v. conduct elections, as specified in Article XII.
  - vi. distribute petitions, as specified in Article IV, Section 5 and Article IX, Section 1.
- e. The specific duty of the Past President is to chair the Nominating Committee.

#### Section 4. Vacancies

##### a. President

A vacancy in the office of the President is filled by the Vice President, who serves as President through the end of his/her scheduled term as President.

##### b. Vice President

In the case of a vacancy in the office of the Vice President due to filling a vacancy in the office of President, the new President, if desired, may appoint a member as Vice President for the remainder of the term. In any other case of a vacancy in the office of the Vice President, an election is held to fill the vacancy for the remainder of the term.

##### c. Secretary

A vacancy in the office of Secretary is filled by a member appointed by the President for the remainder of the term.

## Section 5. Removal from office

### a. Petition

A petition requesting removal of an Officer, which is signed by at least 10 percent of the members of LAUC, may be delivered to any member of the Executive Board. The petition must specify the reasons for the proposed removal. The Secretary (unless the Secretary is the target of the petition, in which case the President) distributes copies of the petition to all members of the Council, including the Officer in question.

### b. Hearing

The President (unless the President is the target of the petition, in which case the Vice President, or, if there is no Vice President, the Secretary) plans a special meeting of the Council within 45 days to conduct a hearing, and notifies the LAUC membership of the meeting. Any member may attend. If the President is the targeted Officer, the Vice President (or in his/her absence, the Secretary) presides over the meeting. Both sides, including at least one petition signer and the targeted Officer, are allowed to present their case. A Council vote of two-thirds is required to remove the Officer.

## **Article V. Executive Board**

### Section 1. Membership

a. The regular members of the Executive Board are the Officers of LAUC and the Chair of each Division. If a Division Chair cannot attend an Executive Board meeting, or is otherwise unable to participate in Executive Board business, that Division may select another member of its governing board to serve temporarily in place of the Division Chair.

b. The Executive Board may designate any committee chairs and/or representatives from LAUC to other groups as advisory members of the Executive Board.

### Section 2. Officers

The Officers of LAUC serve as the Officers of the Executive Board.

### Section 3. Purpose

The Executive Board manages LAUC operations, plans professional development initiatives, implements Council actions, and performs other functions as directed by the Council.

### Section 4. Meetings

The Executive Board meets at least twice a year. Any LAUC member and any guests invited by the President may attend Executive Board meetings, except any portion of a meeting in which matters affecting the privacy of individuals or institutions are to be discussed.

### Section 5. Reporting

The Executive Board reports its actions to the membership in a timely manner.

## **Article VI. Council**

### Section 1. Membership

The members of Council are:

a. the Officers of LAUC.

b. the Chair of each Division, or designee.

c. Delegates selected by each Division from its membership, based on each Division's membership on the first day of the current LAUC business year. Each Division is allotted 1 delegate for each 50 members or fraction thereof:

Division membership	Number of Delegates
1-50	1
51-100	2
101-150	3
etc.	

d. the Parliamentarian (non-voting, unless s/he also serves in another role as a voting member).

## Section 2. Officers

The Officers of LAUC serve as the Officers of the Council.

## Section 3. Purpose

The Council determines official LAUC advice to the UC Office of the President and the University Librarians and policies that govern LAUC and its membership.

## Section 4. Meetings

The Council meets at least twice a year. Any LAUC member and anyone invited by the President may attend Council meetings, except any portion of a meeting in which matters affecting the privacy of individuals or institutions are to be discussed.

## Section 5. Reporting

The Council reports its actions to the membership in a timely manner.

## Article VII. Assemblies

An Assembly is held at least annually. It consists of a Council meeting and an optional program. The program is open to anyone interested.

## Article VIII. Divisions

### Section 1. Membership

The LAUC members employed by each campus of the University constitute a Division of LAUC. A member not employed by a campus belongs to the Division at the campus nearest the member's office.

### Section 2. Bylaws

Each Division maintains its own bylaws, governing the conduct of its business including the selection of its Chair, its Council Delegates, and its members of LAUC standing committees. The bylaws of a Division do not conflict with these Bylaws.

### Section 3. Autonomy

Each Division has the autonomy to advise its campus and library administrations and conduct its internal affairs as it sees fit, when such actions do not conflict with these Bylaws, adopted LAUC rules and policies, or other LAUC actions.

### Section 4. Reporting

The Chair of each Division informs in a timely manner:

- a. the Executive Board, of Division actions, including advice to its campus and library administrations.
- b. the Secretary, of the results of Division elections and changes in its Officers, its Council Delegates, and its members of LAUC standing committees.

## **Article IX. Membership oversight**

### Section 1. Petition

In addition to the standard procedures for the Executive Board and the Council each to rescind one of its actions, LAUC members also have a right to take action toward rescinding an action that can be undone. A petition requesting that a specific action be rescinded, which is signed by at least 2 percent of the members of LAUC, may be delivered to any Officer. The Secretary distributes copies of the petition to the membership.

### Section 2. Election

The Secretary conducts an election on the question to rescind, as specified in Article XII, Section 2.

## **Article X. Committees**

### Section 1. Standing committees

#### a. Establishment

The Executive Board may establish standing committees to consider issues that require continual or repeated attention by LAUC.

#### b. Membership

Each Division may appoint one of its members to each committee. The Vice President serves on a LAUC standing committee, as determined by the Executive Board. Length of terms and term limits are determined by the Executive Board.

#### c. Chair

The President selects a member of each committee to serve as its chair.

#### d. Representatives

A committee may have representatives from non-LAUC groups, as specified in Article XI, Section 3.

### Section 2. Ad hoc committees

#### a. Nominating Committee

##### i. Establishment

A Nominating Committee is established annually to nominate candidates for the offices of Vice President and Secretary.

##### ii. Membership

The Past President chairs the committee. The President appoints two additional members, such that each of the three members is from a different Division.

#### b. Other ad hoc committees

The Executive Board and the Council may each establish, and appoint chairs and other members to, additional ad hoc committees, which report to the authority that established them.

### Section 3. Meetings

Any LAUC member and any guests invited by a committee's chair may attend meetings of that committee, except any portion of a meeting in which matters affecting the privacy of individuals or institutions are to be discussed.

### Section 4. Reports

Each committee reports its actions in writing (and verbally as appropriate) to the membership in a timely manner.

## **Article XI. Formal relationships**

### Section 1. General

LAUC, via the Executive Board or a Division, may seek or agree to a formal relationship between LAUC/the Division or a subgroup thereof, and the UC/campus administration, the University Librarians group/Division library administration(s), or a unit or group thereof.

### Section 2. Representatives from LAUC

The President/Division Chair appoints or recommends for appointment representatives from LAUC, as requested. These representatives as appropriate convey LAUC and Division perspectives to the groups they sit on, report their groups' activities to the Executive Board/Division in a timely manner, and perform any other duties as assigned by their groups or the Executive Board/Division.

### Section 3. Representatives to LAUC

The Executive Board/Division may ask for representatives to LAUC either to be appointed or to be recommended for appointment. These representatives are non-voting members of the group they sit on.

### Section 4. Joint committees

The Executive Board/Division appoints or recommends for appointment its members of a joint committee, as agreed to with the other appointing body(ies).

## **Article XII. Elections**

### Section 1. Election of Vice President and Secretary

#### a. Timing

An election for the office of Vice President and Secretary is held annually in the Spring. An election to fill a vacancy in the office of Vice President, as specified in Article IV, Section 4, is completed within a month of the office becoming vacant.

#### b. Nominations

A Nominating Committee is established and appointed as specified in Article X, Section 2.

#### c. Qualification

No candidate may be from the same Division as the current Vice President.

#### d. Vote

The candidate who receives the plurality of legal votes cast for that office is elected. If there is a tie for the plurality, the elected candidate will be selected randomly from those in the tie.

### Section 2. Other elections

#### a. Rescinding an action

An election on rescinding an action, as specified in Article IX, is completed within one week of the delivery of the petition to an Officer. A majority of legal votes cast is required to rescind.

#### b. Bylaws amendments

An election on the adoption of amendments to these Bylaws, as specified in Article XV, is completed within one month of the distribution of the proposed amendments to the membership. A majority of legal votes cast is required to adopt the Bylaws amendments.

### Section 3. Process

#### a. Ballot

The Secretary compiles the ballot for each election and distributes it to Division Chairs.

b. Division action

Each Division Chair oversees the election process within the Chair's Division: distribution of ballots, collection of completed ballots, and tallying results.

c. Reporting

Each Division Chair notifies the Secretary of the Division results. The Secretary tallies the overall results, and communicates the results to the membership.

**Article XIII. Parliamentary procedure**

Section 1. Parliamentary authority

The current edition of *The Standard Code of Parliamentary Procedure* governs LAUC in all parliamentary situations that are not provided for in law, these Bylaws, or adopted policies or rules.

Section 2. Parliamentarian

a. Appointment

The President appoints the Parliamentarian. The appointment lasts until a President either appoints someone else or decides not to maintain the appointment, or until the incumbent resigns the position or is no longer a member of LAUC.

b. Duties

The Parliamentarian advises LAUC on issues of parliamentary procedure.

Section 3. Alternate Parliamentarian

The President may appoint an Alternate Parliamentarian to serve in the absence of the Parliamentarian for a specified time period.

**Article XIV. Standing rules**

The Council may adopt and repeal standing rules for LAUC that are not in conflict with these Bylaws.

**Article XV. Amendments**

The Executive Board, any Council member, and any group of at least 5 percent of LAUC members may propose to the Council amendments to these Bylaws. The Council then determines whether to submit (as proposed or as amended) such amendments to the membership for a vote. If amendments are submitted to the membership for a vote, an election is held, as specified in Article XII, Section 2. All amendments to these Bylaws must comply with the Standing Orders of The Regents and other rules and regulations of the University.

Approved by LAUC, *Month day, year.*

# Librarians' Association of the University of California

## Proposed Standing Rules of LAUC

September 30, 2005 version

### Business year

The LAUC business year is October 1 - September 30.

### Document distribution

Documents and other formal communication may be distributed:

- in paper at meetings of targeted group,
- via paper mail,
- by posting on the LAUC website, with notification of such posting, or
- by electronic mail;

in a timely fashion.

### Meetings

1. Meetings are generally conducted in real time, and are generally conducted:

- in person,
- by conference call, or
- by videoconference.

2. As a courtesy to committee members, a LAUC member who would like to attend a meeting of a LAUC committee (including the Executive Board) of which s/he is not a member should provide advance notice to the chair of a committee. This allows the chair to arrange logistics appropriately, and to provide background information.

3. In general, draft agendas for meetings are distributed at least one week before a meeting, and draft minutes within two weeks after it.

### Minutes

Minutes for a meeting include actions of the body that occurred since the previous meeting.

Approved by LAUC, *Month day, year*.

# Librarians' Association of the University of California

## Suggested Standing Rules of the Executive Board

September 30, 2005 version

### Archives

The President transfers LAUC materials (other than from Divisions) to the University of California Archives, which manages the LAUC Archive.

### Calendar

[information on the scheduling of elections]

### Committees

#### 1. Standing committee and their duties

##### Committee of Representatives

[representatives to SOPAG, SLASIAC, UL groups, etc.]

##### Diversity Committee

- 1) Advises LAUC on library diversity issues.

##### Library Plans and Policies Committee

- 1) Advises LAUC on UC library plans and policies

##### Organization and Bylaws Committee

- 1) Recommends as appropriate amendments to the LAUC Bylaws and the Standing Rules of LAUC.
- 2) Advises on the establishment, functions, and discontinuance of LAUC units, and representatives to and from other University units.
- 3) Reviews LAUC documents and practices for consistency with these Bylaws and other documents and practices.

##### Professional Governance Committee

- 1) Advises LAUC on librarian peer review policies and procedures, and other professional governance issues.
- 2) At the request of a Division, advises on Division peer review procedures.

##### Research and Professional Development Committee

- 1) Solicits research proposals submitted to the University-wide Research Grants for Librarians Program by full LAUC members and recommends funding of proposals to the UC Office Of The President.
- 2) Recommends changes to procedures for the application and review of such research proposals.
- 3) Recommends topics for LAUC educational/professional development sessions.
- 4) Advises LAUC on library research and professional development issues.

2. Standing committee terms are 2 LAUC business years. Individuals cannot serve more than two consecutive terms on a committee, except that the Vice President chairs the Research and Professional Development Committee regardless of recent service on the committee. Terms of different members are overlapped to provide for continuity.

### Email headers

[if we think we will be continuing this practice for a while; stuff from Linda's Oct. 1, 2003 email]

## Formal relationships

### 1. Representatives from LAUC

LAUC has representatives to various University groups as follows:

group	acronym	official LAUC representation
UC Office of the President		
Academic Affairs		
California Digital Library	CDL	
operations groups (currently 11)		no
steering and working groups (currently 8)		no
Shared Library Facilities Board		yes
Standing Committee on Copyright		pursue
Systemwide Library and Scholarly Information Advisory Committee	SLASAC	yes
Academic Senate		
University Committee on Library	UCOL	resolve to a yes (see below)
University Librarians' Groups		
Systemwide Operations and Planning Advisory Group	SOPAG	yes
Collection Development Committee	CDC	yes
common interest groups (currently 26 bibliographer consortial groups, plus 3 other groups)		no
Heads of Public Services	HOPS	yes
common interest groups		
Digital Reference		pursue?
Information Literacy		yes
Web-based Services		yes
Heads of Technical Services	HOTS	yes
Acquisitions Common Interest Group	ACIG	no
Shared Cataloging Program Advisory Committee	SCP AC	no
Library Privacy Liaisons	LPL	yes
Library Technology Advisory Group	LTAG	yes
Resource Sharing Committee	RSC	yes
advisory groups (currently 2)		no

[for each group with a representative, also state whether LAUC appoints or recommends for appointment, any required qualifications, and the length of term]

UCOL:

LAUC web page on Representatives to University Advisory Bodies does not list UCOL

<http://www.ucop.edu/lauc/representatives/index.html>

Academic Senate Bylaw 185, on UCOL does not mention LAUC

<http://www.universityofcalifornia.edu/senate/manual/blpart2.html#bl185>

UCOL's roster lists Terry as a "Consultant" from the "Library Assn"

[http://www.universityofcalifornia.edu/senate/committees.php?comm\\_name=ucol&admin\\_task=committee\\_details](http://www.universityofcalifornia.edu/senate/committees.php?comm_name=ucol&admin_task=committee_details)

### 2. Representatives to LAUC

University groups have representatives to LAUC as follows:

[list each group, whether the group appoints or LAUC chooses from nominees, length of term]

[consider CDL, SLP]

## **Minutes**

Votes to approve minutes may occur between meetings.

## **Travel reimbursement**

see *LAUC Reimbursement Policy and Procedures*

## **Vice President's ex officio committee**

The Vice President will serve ex officio as the chair of the Research and Professional Development Committee.

## **Website**

1. The President appoints a Website Manager to maintain LAUC's website.
2. The LAUC website contains [stuff from Linda's procedure document].

Approved by the LAUC Executive Board, *Month day, year*.

# **Librarians' Association of the University of California**

## **Suggested Standing Rules of the Council**

**September 30, 2005 version**

### **Assemblies**

Assemblies are generally held twice a year, in the fall and spring.

### **Awards**

[information about the Travel Award, etc.]

### **Meetings**

1. All Council meetings shall include an agenda item "Issues from members", which is a time for any LAUC member to raise an issue from the floor.
2. The LAUC representatives to SLASIAC and SOPAG are invited to attend Council meetings.

### **Minutes**

Votes to approve minutes may occur between meetings.

### **Position papers**

see *Definition and Guidelines for LAUC Position Papers*

Approved by the LAUC Council, *Month day, year.*

